

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
APRIL 27, 2005

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Jill Drennen	Bob Meinhardt	Jim Weber
Gary Lyndaker, Vice-Chair	Debi Drewel	J. Rick Mihalevich	Gail Wekenborg
Dan Ross	Tim Dwyer	Paul Monda	Chris Wilkerson
Steve Adams	Rob Gourley	Scott Peters	Scott Willett
Harold Burnette	Russell Hellm	Cindy Renick	Mary Willingham
Chip Byers	Hayden Hill	Joanie Schwartz	Paul Wright
David Crain	Ryan Lanclos	Tony Spicci	Doug Young
Kay Dinolfo	Carl Medley	DeWayne Sprenger	

MEMBERS NOT IN ATTENDANCE:

Jon Beck	Stacy Gillmore	Gretchen Lockett	Jon Rickman
Greg Burris	Cliff Gronauer	Theresa Luebbering	Steve Siegler
Ralph Caruso	George Hagedorn	Mark Mabe	Mike Wankum
Steve Earney	Gina Hodge	Mike Miller	
Jeff Falter	Don Krueger	Amy Niedergerke	
Richard Gerling	Don Lloyd	Ray Pope	

Jim Roggero called the meeting to order at 8:30am.

PRESENTATIONS/DISCUSSION ITEMS

1. Jim Roggero asked for an introduction of new ITAB members. New members present introduced themselves as follows: Paul Monda – Missouri National Guard, Carl Medley – Secretary of State. Bill Bott, assistant to Dan Ross, was also introduced.
2. Jim Roggero acknowledged individuals who are leaving ITAB as follows: Jim Weber – Retiring from state government, Norma Gilliland – Accepted a position with the Department of Conservation.
3. It was announced that Debbie Tedeschi has accepted the position of Director-Information Technology, Department of Revenue.
4. MOTEC Presentation (Laura Mertens) – Laura made a presentation of the MOTEC Fiscal Year 2005-Cost Allocation Plan outlining the usage of their new facility, and evaluation results on classes and the facility. A motion to accept the illustrated approach was made by Jim Weber and seconded by Gary Lyndaker. Motion approved unanimously.

ACTION ITEMS

1. Approval of March 30, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the March 30 meeting were presented for approval. Paul Wright made the motion to approve the minutes and Steve Adams seconded the motion. Minutes were approved unanimously.
2. Jim Roggero made note of the following changes to the draft agenda items: 1. Michael Elley is no longer a member of the Architecture Technical Committee. Bob Meinhardt will act as interim committee chair. 2. David Crain has been named chair of the Customer Relations Management Committee.
3. Function Codes Status Report (Chris Wilkerson) – Chris gave an update on changes that were made to clarify how FCC, Telecommunication, and PC Hardware and Software costs will be recorded in the function codes. Modifications were made to the descriptions of those codes. An email will be sent to all ITAB members with the final list of function codes and the updated descriptions. Approval is needed as soon as possible. Chris asked that final comments be sent to himself or Jan Grecian, by close of business tomorrow. Chris also stated that Jan Heckemeyer presented the function codes to the FMAC earlier this week, and they were supportive of this action. Jim Roggero stated that if no comments are received from individuals, it will be interpreted that their approval is given. Another side issue is that currently SAM II only allows the recording of E & E Expenditures, and there is still a problem with showing Personal Services. It was stated that an Access database submitted once a year is the preferred approach at this time.

Another related issue was that a request was submitted to add a Cyber Security Specialty code. The OA Personnel Advisory Board approved this addition. As soon as the numeric value is established, Chris will forward to the members of ITAB.

GENERAL BUSINESS

1. CIO Discussion (Dan Ross)
 - **Projects** – Dan would like everyone to start treating more things like a project, ensuring a higher chance of success. Would like to use project management for things other than IT projects.
 - **Reclassification of IT Staff** – Dan would like to know about all reclassifications, stressing that individuals should be properly classified.
 - **Project Management Software Tools** – The intent is to standardize with two tools, IBM and Microsoft. Oversight will continue to be a focus in future discussions.
 - **Commissioner of Administration** – Will be approving all salary increases. Travel is being watched very closely. Dan would like everyone to submit any travel plans for training and conferences, for you and your staff, in the coming fiscal year. Please submit names, travel locations, and idea of cost. The commissioner is not signing anything that is not part of a plan that has already been submitted. This pertains to all IT staff, especially on overnight stays.
 - **Budget** – Dan would like to thank Gail Wekenborg and Roger Bisges for all their efforts in working with the legislature.
 - **MOREnet** – There has been discussion on whether MOREnet should be rolled into the IT consolidation process, but it has been determined that different products and services are offered by MOREnet and, therefore, should be left as a separate entity.
 - **Digital Government Summit** – Just a reminder that it is coming up and to try to attend. The Governor will also be in attendance.
 - **Return on Investment** – We have begun engagement with IBM on ROI.
2. ITAB Chair Items (Jim Roggero)
 - SDC Steering Committee (Gary Lyndaker) – Gary explained that the March SDC minutes discussed consolidated email and web filtering. Gary stated there is ongoing discussion on that topic. Steve Adams stated that the agenda topics will be published and sent to all of the ITAB members, so they may determine if they would like a representative present at the meeting.
 - Federal Grant Monies (Gary Lyndaker) – Gary asked if anyone is running into questions from their divisions regarding federal “one time” money, and the decision to spend this money on IT items, because it was written into the grant that way. There is concern those monies would be pulled into the IT budget next year, and if they are, the monies actually won’t be there next year because it was “one time” money. It was further questioned if agencies would have full control over those funds. Gary asked if there was a general answer that can be given. It was stated that if it was budgeted in BRASS as IT, it will be pulled into IT money. It was further stated that the goal is to bring in all budgeted and spent monies under the respective agency’s direction. If it is in BRASS, it is hard to tell if it’s “one time” money or not. After further discussion, it was determined that everyone should feel free to look into what other states are doing in this area.
 - Managing Electronic Records (Jim Roggero) – Jim stated that everyone is encouraged to attend the training on managing electronic records. It will be held on May 11, 8:00am-4:30pm, in the HSTB. Registration must be in by May 3.

ITAB COMMITTEE UPDATES

1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated the committee met last month and reviewed 27 documents, of which 25 were approved. These documents will be posted on the internet website. He further stated that Jim Roggero, Ron Thomas, and himself met to discuss the vision and direction for the future of the ARC. It was stated that it was time to prioritize how to deal with the artifacts. In June or July there will be additional information on where the architecture is headed. It was then stated that the Systems Management Domain was being activated and that everyone was asked to forward names of any individuals that would be interested in joining the domain, and/or being the chairman. It was stated that definitions of the domains can be found on the website. The ARC will also be looking into updating the Missouri Adaptive Enterprise Architecture Manual.
2. Digital Government Committee Update (TBD/Ron Thomas) This committee has been moved to inactive status. It will be removed from future agendas, until it is determined to reactivate the committee.

3. MOTEC Update (Tim Dwyer/Laura Mertens) – Tim Dwyer explained the handout that was distributed earlier in the meeting. Tim stated that the committee is becoming thin. He encourages anyone to attend and give input. Jim Roggero questioned the replacement cycle for the equipment. Tim stated that at the present time they are okay with no concerns for the future.
4. Project Management Standing Committee Update (Jim Weber/Tom Stokes) – Jim Weber stated that Tom Sadowski (OA-Accounting) has joined the Project Management Committee, along with Hayden Hill (DOLIR) and Richard Chrisman (Missouri House of Representatives). He then stated that the new training contract was awarded to the Mathis Group, and they are already offering courses for PDMUs. He further stated that both white papers are now on the website for review. He then stated that Jack Morris announced that MODOT has selected the IBM Rational Project Manager as their project management tool.
 - Missouri Value Assessment Program - MoVAP (Paul Wright)) – Paul stated that the subcommittee is looking at automating the MoVAP process. Due to budget constraints, there will be a meeting to determine if this can be achieved. Paul will report back to the ITAB on what is determined.
 - Jim Roggero thanked Jim Weber for his services as Chairman of the Project Management Committee and announced that Paul Wright will take over as Chairman.
 - Gary Lyndaker asked about the cost difference in the project management tool evaluation. It was stated that the tools were evaluated on function, and not cost. However, there was no significant difference in cost between IBM and Microsoft.

COLLABORATIVE EFFORTS

1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – No Report
2. Internet/MOREnet Update (Chip Byers) – No Report
3. Network Management Consortium – On hold; will be removed from future agendas.
4. Missouri Network Management Steering Committee (Scott Willett) – Scott reported that the work the committee had set forth to do last November is currently in progress. There will be a meeting tomorrow with MODOT regarding the fiber and net initiative.
5. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary reported the PC prime vendor - Printer Smart Buy - will expire June 30. The goal is to have a new contract in place on July 1. A statewide radio contract was awarded and may be accessed through the website.
6. Technology Services Update (Gail Wekenborg) – Gail reported they are short of operators in the data center. Applicants need to be a high school graduate. Gail asked for everyone's help in recruiting possible applicants.
7. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – Tony reminded everyone that the NASA sponsored workshop will be held all day tomorrow at the Capital Plaza Hotel.

OPEN DISCUSSION

1. Current/Planned Bids – Dan Ross discussed the cost ramifications in regard to email consolidation. Will look into taking bids. If it proves to be ineffective financially, there will be no email consolidation.
2. CRM Survey – It was stated that 13 agencies are interested in customer relationship management. Those agencies are invited to join the Application Development Session. At the end of next week discussions will begin on the bid process.
3. MODOT Physical Security Meeting – It was questioned if agencies do background checks on consultants. It was stated that the Judiciary always does a background check and issues an ID badge to the consultant. It was stated that it could always be built into the contract and negotiated through the Highway Patrol. It was discussed that it should be part of the PAQ, and although it will add some cost, it will alleviate a lot of the risk.
4. The Office of Administration will release an automated system that will allow individuals to apply for merit jobs online.

REVIEW OF ACTION ITEMS

1. Function Codes – Chris Wilkerson will send out the final list of function codes and updated descriptions to all ITAB members.
2. Travel – Dan Ross asks that everyone send travel plans that involve an overnight stay, in chronological order, to Mary Luebbert within the next 30 days.
3. Systems Management Domain – Please send names of anyone interested in being on this committee to Bob Meinhardt. Bob will send out the definition of the domain and it may also be found on the website.

4. Purchasing Update – Gary Lyndaker will send out an update.
5. Data Center – Everyone is to send the names of possible applicants for data center operators to Gail Wekenborg.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, May 25, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

JR/wk